

MEMORANDUM



To: Employees and Spouses on the City's Health Plan

From: Human Resources

Re: Health Risk Assessments 2013

Date: April 22, 2013

Bellin Health will be conducting the City of Green Bay's Health Risk Assessments (HRAs) beginning in May. As part of transition we have reviewed our process and tried to incorporate some of suggestions expressed in the past. Important changes are noted below.

- MD Sign-Offs will now go to the Wellness Nurse provided by Bellin – City Hall Room 500. MD Sign-Offs will **no longer** go to Lifestyles. The new Wellness Nurse is targeted to be on site around June 1st.
- HRA scoring will be easier to understand. The HRA scoring and a sample of a HRA report are in the HRA packets for you to review.
- The HRA questionnaire is now one page.

Unfortunately, previously conducted Health Risk Assessment data will not be available for progress comparison unless you retained a copy of your prior Health Risk Assessments.

Please keep in mind the Health Risk Assessments are part of the Wellness Incentive Program implemented for employees and spouses. Participating employees and spouses who complete the requirements of the plan will contribute less towards health insurance premiums.

The deadline to have all HRA requirements completed and forms turned into the Wellness Nurse is November 15, 2013. You are encouraged to complete your HRA screening and review by July 31, 2013.

The Health Risk Assessment (screening and review): The attached health risk assessment questionnaire must be completed prior to the HRA screening.

- 1st Part – HRA Screening (10 minutes): Individuals must fast 8–12 hours before the screening. You are able to drink water and are encouraged to so do prior to the screening appointment. If you are pregnant or have a health condition which warrants non-fasting (such as diabetes) do not fast. At the screening, a venipuncture blood draw will be done along with body measurements, weight and blood pressure. The health risk assessment questionnaire and lab consent form will be collected at the time of the screening.
- 2nd Part – HRA Review (15-20 minutes): The HRA review will occur 3-4 weeks after the HRA screening. This is a confidential one-on-one meeting with a HRA nurse to review your personal HRA report and to set goals.
 - Employees will receive their HRA summary report at the HRA review meeting.
 - Spouses will receive their HRA summary reports in the mail.

Bellin Health will schedule appointments for the HRA review for employees located at City Hall and the Police Department at the time of the HRA screening. For other Departments, Bellin Health will coordinate review appointments with the department supervisors.

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MD Alert Sign-Off Form – Change this year, MD Alert Sign-Off forms must be submitted to the Wellness Nurse in City Hall by November 15, 2013. Requirements on who must complete a MD Alert Sign-Off Form are located on the attached form.

City Hall and Police Department Employees Please contact **Bellin Health at 920-433-7883** to schedule a date and time for your HRA screening. Time and dates for the HRA screening are listed below. *(Please note: For Security purposes, only employees of the GB Police Dept. will be allowed to have appointments at the Police Dept.)*

May 7 & 8	City Hall – Rooms 400 & 401	7am to 11 am
May 31st	City Hall – Rooms 400 & 401	7am to 11 am
May 6	Police Department	6 am to 9 am 2 pm to 4 pm 9 pm to 11 pm
May 9	Police Department	6 am to 9 am 2 pm to 4 pm 9 pm to 11 pm
May 20	Police Department	6 am to 9 am 2 pm to 4 pm 9 pm to 11 pm

Please be aware these are the only screening dates scheduled for City Hall employees or Police Department employees. If you are not able to make one of the dates and times listed, you will need to contact Bellin Health at 920-433-7883 to schedule your appointment at their office.

All other departments - Your appointment will be scheduled by your site HRA Coordinator and you will be notified in the next few weeks of your appointment.

Spouses – Spouses will need to contact **Bellin Health at 920-433-7883** to set up their HRA screenings at one of the three Bellin Health locations listed below. Bellin Health has also reserved the Ashwaubenon site for the following Saturdays; May 18th, June 1st, 15th and 22nd to accommodate the variety of schedules.

- **Bellin Health Clinic - 3263 Eaton Rd., Green Bay, WI 54311**
- **Bellin Health Clinic –1630 Comanche Ave. Green Bay, WI 54313 (Ashwaubenon Site)**
- **Bellin Health Clinic – 704 S Webster Ave. Green Bay, WI 54301**

If you completed a Health Risk Assessment through your employer, please complete the attached Spouse Health Risk Assessment Sign-Off Form. Please note, you must still complete the physical requirements (if applicable for your age) and complete the MD Alert Sign-Off Form and drop off or mail to the Wellness Nurse for credit.

HRA review: Spouses may have a telephonic review in place of a face-to-face review. You will need to schedule your phone review at the HRA screening appointment.

Please Note: The city does not receive individual data on HRA participants, only an aggregate report of the overall results.